

SERC Meeting

April 1, 2002

10:00 a.m.

Rick Snodgrass began the meeting at 10:06 a.m., a quorum was present, for those in attendance see attached roster. Mr. Kappa is unable to attend, Mr. Snodgrass will serve as his representative. The minutes of February 2, 2002 were reviewed. Mr. Snodgrass asked for corrections, deletions or additions. *Rudy Raynes made a motion to accept the minutes, Loretta Bitner seconded. Motion passed.*

Mr. Snodgrass presented a plaque to Lt. Roy McCallister for his years of dedicated service to the WV SERC. Lt. McCallister has been promoted and will be reassigned. Lt. McCallister introduced his replacement, Lt. Greg Barnett, effective February 15 Lt. Barnett will be the state agency coordinator and the SERC representative for the State Police.

Old Business: Lee Gray was consulted on a request by Berkeley County OES Director, Steve Allen to discuss Direct Billing. Mr. Gray said he does not recommend direct billing, the problem is getting expenses through the Auditors Office. For example if 10 individuals (at a conference, workshop, training etc.) direct billed their hotel, the hotel will send a bill to Administration for all 10 individuals, the bill can not be paid until all 10 submit individual travel requests. At that point each travel form needs to be referenced to the hotel direct bill as well as other procedures, in other words it is a nightmare to try and coordinate. Also the lodging facility will need to be familiarized with State Regulations on allowable expenditures and what can be direct billed. Mr. Gray suggested if there is a particular case where an individual does not have the ability to pay or can not wait for reimbursement Rick Snodgrass may work something out on a case by case basis.

DOJ Grants - Mr. Snodgrass reported all regions have supplied their regional equipment lists, and he is now compiling a master list. Once the master list is completed and the items are vendor priced the subcommittee will be convened to determine policy and tracking procedures. Mr. Snodgrass also reported the grant total for 1999, 2000 and 2001 is 1.85 million, he received a letter last week indicating additional money is available for 2002 in the amount of 2.398 million for equipment and \$150,000 for exercises. The 2.3 million can not be implemented until more details are completed, Mr. Snodgrass expects the 2003 grant to be in excess of 2002 funds but at this time has not received a definitive directive from DOJ.

HMEP Grants - Raleigh County has requested a change of their grant project. The current project is an Impact Analysis, unfortunately there no guidance on how to accomplish an Impact Analysis. Charles Rogoff (US DOT) was contacted

and stated he is not aware of nor does he have guidance on how to produce one. Mr. Snodgrass asked Raleigh County to send a change of project request to be submitted to the SERC. *Roy McCallister moved to approve Raleigh County's request to change their project. Rudy Raynes seconded. Motioned passed.*

SERC Grants- nothing to report

Plan Reviews - Paul Howard provided a detailed packet on plan reviews which was handed out to the group. At the top of the packet are recommendations by the SERC. Mr. Howard said he had received feedback from Board members and it was discussed if the SERC approves or accepts, since the LEPC and County Commission approves the plan Mr. Howard has made changes to concur with the requested amendments. There was continued discussion on which criteria will be required by the SERC *Rudy Raynes moved to table the vote until next meeting to give Board members additional time to review the suggested changes, review the requested changes with FEMA and NRT1 & NRT1A and Paul will report at the next meeting. Richard Jarvis seconded. Motion passed.*

LEPC Membership Approvals -Berkeley, Cabell/Wayne, Kanawha/Putnam, Marion, Preston and Randolph have been submitted for review. *Rudy Raynes made a motion to accept LEPC lists as submitted. Loretta Bitner seconded. Motion passed.*

By-Laws - Laverne reported various by-law have been reviewed and all meet the criteria utilized in our model By-Law. A packet was handed out detailing information from 1998 to the present on the SERC discussion of by-laws. Also at two SERC/LEPC Conferences a presentation was given on By-laws and those are included in the packet. Basically Berkeley County and Wood County are used as examples - the layouts are somewhat different but the categories are the same. Two counties have submitted By-laws for review- Preston and Mingo, Preston is a second review and Mingo is a 1st. *Richard Jarvis moved to approve Preston County By-laws. Roy McCallister seconded. Motion passed. Mingo County's final review will be at the next meeting.*

Training Subcommittee -Nothing to report - Jim Cox is not in attendance today.

Other New Business - Discussion on the 2002 SERC Conference and items to give to conference attendees. The Board determined a budget of \$5000 and voted to procure 250 travel bags with logos. Rick Snodgrass introduced Sara Wilfong from Stonewall Jackson Resort, Ms. Wilfong presented a slide show on Stonewall Jackson and the possibility of using Stonewall for the 2003 SERC Conference. Mr. Snodgrass indicated several vendors are also interested in participating and those funds will be used to pay for the Tuesday evening meal

and entertainment for participants families. *Roy McCallister made a motion to ask Stonewall Jackson for a quote on meeting room prices, room rates and meal rates before a decision can be made to book the 2003 conference. Loretta Bitner seconded. Motion passed.*

Rick Snodgrass reported Bill Sams from Wetzel County LEPC has resigned. Mr. Snodgrass said because Lt. McCallister is leaving a new Vice-Chairperson needs to be nominated. *Richard Jarvis nominated Rudy Raynes, Loretta Bitner seconded. Motion passed.*

Gene Coccarri from the Department of Environmental Protection, Office of Air Quality suggested Kanawha/Putnam EPC or the SERC look at a new communications systems which will notify workers by email, cell phone or pager of a situation/incident. DEP has found many employees work on weekends or holidays which may impact their shelter-in-place policies. JR Bias (KPEPC) suggested Gene contact his office and give him the details for further investigation.

Loretta Bitner moved to adjourn, Richard Jarvis seconded, Motion passed.

Meeting ended at 12:02. Next scheduled meeting will be June 3, 2002 at the WV EOC, Charleston, WV.